

# **PUBLICATION FOR DIVORCE CHECKLIST – MILWAUKEE COUNTY**

(Publication Summons)

Publication is a **last resort** and can only be used if personal service by Sheriff or private process server did not work.

The date the notice is first published in the newspaper **must be within 90 days of filing your Part 1 divorce documents.**  
*If needed, request an Extension of Time to Serve/Publish from your Judge's Clerk. You may also find this document at the Milwaukee Justice Center in Room G-9.*

## **FILING FEES**

- **\$0 – to file**

## **OTHER FEES**

- **\$ Varies by Newspaper (Waivers do not apply to these fees)**

## **FORMS AND COPIES NEEDED**

- Publication Summons (**3 copies**)
- Publication Affidavit of Mailing (filled out as much as possible)

## **HOW TO FILE AND COMPLETE PUBLICATION**

1. **Room 104 - Clerk of Courts Office**
  - Have original and copies stamped (authenticated) by cashier.
2. Take the Publication Summons to the newspaper located in the county where your spouse currently lives or in the county where the last known address is.
  - If last known address is Milwaukee County, examples of newspapers that meet the requirements are:

***The Daily Reporter***  
225 E Michigan St #540  
Milwaukee, WI 53202  
(414) 276-0273  
**\$150.00 to Publish**

***Milwaukee Journal Sentinel***  
333 W State St.  
Milwaukee, WI 53201  
(414) 224-2121  
**\$1,200.00 to Publish**

- To find an appropriate newspaper for another county or state, call the courthouse located where spouse lives/lived and ask the name of the official newspaper for publication.
3. The newspaper must run the Publication Summons **once a week for 3 consecutive weeks**. It is considered served on the first day of publication. After the 3 weeks have passed, the newspaper will send you proof of publication in the mail.
  4. **Regular Mail and Certified Mail, Return Receipt Requested** – This can be done at any post office branch. Save the receipt for your court date. This should be completed in addition to Publication.
    - Mail a copy of the Publication Summons **AND** a copy of the ORIGINAL Summons and Petition that you tried to have served to your spouse at their last known address.
    - **Publication Affidavit of Mailing**- must be completed after mailing papers to spouse and signed in front of a notary

## **HOW TO COMPLETE REMAINING PAPERWORK**

1. Contact Milwaukee Justice Center by phone (278-2912) to set up an appointment for your “Part 2” paperwork. Help with Part 2 of divorce is only available by scheduled appointment; no walk-in appointments available.
2. Bring Proof of Publication, Affidavit of Non-service, Publication Affidavit of Mailing, and Certified Mail Receipt to your appointment.
3. Bring complete Financial Disclosure to your appointment.



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